



TO: All Employees

FROM: Laura Thomas, Human Resources/Risk Manager

DATE: October 20, 2020

SUBJECT: COVID-19 Possible Work Exposure and Face Mask Requirement

In this unprecedented time, our work environment is changing rapidly. We continue to follow recommendations from the World Health Organization, as well as guidance from the Centers for Disease Control & Prevention.

The City's priority is to ensure the work environment is safe for everyone. Whenever it is presumed that there may be a possibility of exposure in the workplace, the City will make sure employees are notified. Due to recent medical information we received, all employees are being asked to continue to self monitor, and if signs of illness develop, report this information to your supervisor and Human Resources immediately. Please do not attempt to identify employees who are or may have been ill as there are privacy laws to protect individuals in these circumstances. Attempting to find out information on your own and/or treating employees differently based on a suspicion rather than facts, is inappropriate and could subject the City to liability.

Please be aware that when the City's Emergency Management Team is informed of a possible exposure, safety precautions are taken which may include requiring affected employees to self quarantine, seek medical attention and be tested, and require that employees submit a physician's note clearly stating when it is safe to return to work.

As a reminder, if you believe you have been exposed to someone who tested positive or you discover that you have tested positive for the virus, you are required to confidentially report that information to Human Resources immediately so that the necessary safety precautions can be taken.

Facial Covering Requirement

Recent observations indicate that many employees are not wearing facial coverings/face masks. **The memorandum sent to all employees on June 29, 2020 remains in force which provided detailed information about facial coverings (see attachment). City employees are required to wear facial coverings to comply with LA County Health Orders.**

All employees are expected to wear facemask while walking through common areas in City Hall, or in close proximity to other people. Mask are not required to be worn while at your desk, unless you are closer than 6 feet to other employees. We ask employees to limit the break/lunch room to no more than three (3) people at a time, and to be at least 6 feet apart while in there. The city has provided all employees four (4) reusable non-medical facemasks, but employees may

bring their own face coverings. Any concerns about wearing facial coverings must be reported to the supervisor and Human Resources immediately.

The City has Face Shields available if any employee would like to receive one. If you are interested in getting a face shield please contact Chris Serna at cserna@baldwinpark.com. Face Shields will be provided on a first come first serve basis.

If there is repeated observation of employees neglecting to wear facial coverings, the City will need to take appropriate action for violating workplace safety requirements and compromising the safety of others. Supervisors, managers and department heads will be working together to make sure that face masks are worn and that the work environment is comfortable and safe for its employees. Department Heads will be encouraged to coordinate frequent safety tailgate meetings to make sure employees are informed, and to provide opportunities for employees to ask questions or report information.

We understand that this is a rapidly evolving situation and the City will continue to keep employees informed as circumstances change. Do not hesitate to ask questions or request more information from your respective Department Head and/or Human Resources.

If you have any questions or need more information, do not hesitate to contact me via email at Lthomas@baldwinpark.com or any member of the Human Resources Team at (626)960-4011. Thank you.

cc: Shannon Yauchzee
Daniel Rodriguez
Department Heads

Attachments